



# City of Milpitas

## Part-Time/Temporary

We invite applications for the position of:  
Recreation Leader III & IV: Summer Day  
Camp Counselor

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<b>Salary Range:</b>	<b>\$10.00 - \$13.92/hr.</b>
<b>Close Date:</b>	<b>May 6, 2016</b>
<b>Location:</b>	<b>Sports Center Kid Fit / Cardoza Park</b>

### Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

### The Opportunity

The City of Milpitas seeks an enthusiastic individual for temporary Recreation Leaders for the Summer Day Camp program (Camp Golden Arrow for ages 5-7 and Camp Winnemucca for ages 8-12) for the Recreation Services department. Must be able to work flexible hours; up to 29 hours/week and limited to 999 hours in a fiscal year (July 1-June 30). May be required to work nights, weekends, and holidays for City special events. Must be able to work between the hours of 7:00am-6:00pm, Monday-Friday during the Summer months (June 6, 2016-August 5, 2016).

### What You Will Do

Under direct supervision of the Youth Coordinator, Recreation Leaders will lead students in grades 1-6 in activities, games and other recreational activities.

The essential functions of this position include knowledge and/or experience working and/or supervising school age children ages 5-12 years old, lead games and activities, coordinate and implement daily activities. Must be able to lead participants, communicate activity objectives and rules clearly and effectively; provide information and direction to a wide variety of age groups, conduct games and activities following established rules, guidelines, and time limits; learn, retain and use safety rules and regulations; provide verbal and summarized



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written feedback on activities; supervise students. Must also be able to work independently off site and with other co-workers in compliance with City Rules and Regulations. Additional duties may include working Recreation Services activities and events as needed.

The incumbent must be able to represent the City of Milpitas in a professional manner and follow the City's and Recreation Services policies and regulations.

#### Experience and Education

- Minimum age at time of hire is 16 years old
- Must have experience in working with school age children (5-12 years old)
- Must have current certification in American Red Cross First Aid and CPR, or within 60 days of hire date

#### License and Other Requirements

Upon selection, additional requirements include:

- Tuberculosis test
- Valid Social Security card
- Fingerprint clearance (Department of Justice background check) if 18 years or older

#### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.

#### To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

#### Benefits

N/A



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The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.